

**CITY OF SUNNYVALE
PUBLIC SAFETY OFFICER I - LATERAL
TESTING AND SELECTION PROCESS**



Application materials will be reviewed and those who meet the minimum qualifications will be invited to participate in the testing and selection process. Those who pass the application review will be notified as to the specific time, date, and location of the testing and selection process.

The selection process for the position of Public Safety Officer I - Lateral will consist of several testing phases which will be administered on each of the two (2) following days: Monday, April 3, 2006 and Saturday, April 8, 2006. Candidates should schedule at least five (5) hours to complete their testing process on their assigned day. Additionally, a completed Personal History Statement (PHS) must be submitted on the date of the candidates scheduled testing day, either Monday, April 3, 2006 or Saturday, April 8, 2006. A PHS consists of 27 pages and will be used in the background investigation to assist in determining your suitability for the position of California Peace Officer. Additionally, you can learn more about the PHS and obtain a PHS in the following three (3) ways:

1. To download the PHS, [click here](#).
2. Go to the City of Sunnyvale's Human Resources Department to pick up a copy.
3. Call the City of Sunnyvale's Human Resources Department at (408) 730-7490 to request a copy to be mailed to you.

Please be advised that blank PHS's will not be available at the testing site. All PHS supporting documents (i.e. college transcripts) must be turned into the Human Resources Department by Friday, April 14, 2006. Failure to submit a completed PHS on the test date or to provide the required supporting documents by **Friday, April 14, 2006** will disqualify candidates from continuing in the testing and selection process.

TESTING COMPONENTS

The testing process will be composed of the following elements:

- **ERGOMETRICS FRONTLINE VIDEO ASSESSMENT EXAM.** The first step in the testing process will be the Ergometrics Frontline Video Assessment Exam. This video-based exam is designed to assess a candidate's judgment and human relations skills in dealing with citizens in the community they serve. The exam is a multiple choice format, with scenarios and questions presented on video. Candidates will see a typical situation they will face on the job, observe the various elements present, analyze the situation and make a quick judgment about how to respond. This video exam evolved from a job analysis and was developed in conjunction with hundreds of officers and administrators. The exam is designed not only to find the complete range of human interaction skills and requirements on the job, but also to provide an overview of all aspects of police officer work. The video exam is weighted 100% of the overall score.

In addition to the pre-test candidate orientation offered by the City of Sunnyvale, you can also find information about this test on Ergometric's website, www.ergometrics.org, and click on the law enforcement button.

- **PERSONAL HISTORY QUESTIONNAIRE.** This questionnaire consists of approximately 180 questions and allows each candidate to self-report behavior by answering questions that have been determined to relate directly to job suitability. The Department of Public Safety has developed hiring standards that assess a candidate's suitability for employment as a Public Safety Officer I - Lateral with the City of Sunnyvale. The PHQ is designed to identify candidates in the testing process who best meet these hiring standards. The questionnaire is designed to prevent candidates who do not meet our minimum standards from unnecessarily investing the considerable time and effort involved in the testing process. Candidates must pass the PHQ to continue in the selection process.

Additional Steps

Other steps in the selection process include psychological exams, polygraphs exams, and an in-depth background investigation. Times and dates for these tests will be arranged directly with the candidate. Candidates who successfully demonstrate that they have met the minimum qualifications of the position, who have passed the Ergometrics Video Exam, hold a current CPAT certification card, and have successfully passed all phases of the pre-conditional selection process, will be placed on the eligible list. Names will remain active on the eligible list for a maximum of one (1) year. Appointment to this position is contingent upon passing post-conditional offer tests (medical exam, post-offer psychological, post-offer polygraph exam, drug test) and upon submission of proof of U.S. citizenship or the legal right to work in the United States.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

If you have any questions regarding the duties of this position, please contact the Department of Public Safety Recruitment Unit at (408) 730-7164. If you have questions, comments or concerns about the recruitment, hiring or selection process, please contact the Human Resources Department at (408) 730-7490.

An Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate because of race, color, religion, sex, sexual orientation, marital status, national origin, age, or disability. Qualified individuals with a disability will receive reasonable accommodations during any phase of the selection process providing such request is made to the Human Resources Office at least 5 working days in advance.